

POSITION VACANCY POSTING

September 1, 2006

Communications Intern (15 hours weekly) Community Relations Office

SCOPE OF RESPONSIBILITIES

- To assist the Community Relations Manager in writing news releases, articles for the library's internal and external communications, including the website
- To assist the Community Relations Assistant in distributing the library's printed publications
- To assist the Community Relations Assistant in sending releases to the media, including entering information in media databases
- To perform other duties as assigned

MINIMUM QUALIFICATIONS

1. Enrolled in a college program in communications, marketing or related field
2. Evidence of writing talent and skills
3. Experience using a Macintosh computer
4. Evidence of ability to use computer applications, including Microsoft Word
5. Evidence of ability to work accurately and efficiently

DESIRABLE QUALIFICATIONS

1. Evidence of photographic talent and skills
2. Experience using website design applications, Microsoft FrontPage, Macromedia Dreamweaver, or html authoring

SALARY

\$9.00-12.00 per hour

SCHEDULE

Monday - Friday, between 8:00 am - 5:00 pm, occasional evening hours for special events

AVAILABLE

October 1, 2006

Applications are available in the Administrative Office or at www.kpl.gov
Completed applications should be sent to Christine Price in the Administrative Office
Applications accepted until the position is filled